

**BUSINESS ADMINISTRATIVE TECHNOLOGY
MEDICAL OFFICE ASSISTANT CERTIFICATE**

CERTIFICATE

This program is designed for those who wish to update their office skills by using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Credits Required: 27

Major Advisor: Lori Ford
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Recommended Course Sequence

Plan A: Begin Summer Semester

SEM 1: OTEC 125, COMP 110

SEM 2: OTEC 106, OTEC 111, OTEC 133, OTEC 155

SEM 3: OTEC 125, OTEC 134, OTEC 137

Plan B: Begin Fall Semester

SEM 1: COMP 110, OTEC 125

SEM 2: OTEC 106, OTEC 125

SEM 3: OTEC 111, OTEC 133, Elective

SEM 4: OTEC 134, OTEC 137

Student Organization

Phi Beta Lambda (PBL)

After Completion

The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals. Students may continue with their education by obtaining an Associate in Applied Science in Medical Administrative Assistant.

<u>Concentration Requirements</u>		27
<input type="checkbox"/>	COMP 110 Computer Concepts & Applications	3
<input type="checkbox"/>	HEAL 106 Medical Terminology	3
<input type="checkbox"/>	OTEC 106 Formatting	3
	<i>Enroll in College Keyboarding if typing speed <30 wpm</i>	
<input type="checkbox"/>	OTEC 133 Medical Coding ICD	3
	*Concentration Electives	15
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	

*** Select 15 hours from the following:**

<input type="checkbox"/>	OTEC 102 College Keyboarding	3
<input type="checkbox"/>	OTEC 111 Records Mgmt. & Database App	3
<input type="checkbox"/>	OTEC 122 Office Internship I	1
<input type="checkbox"/>	OTEC 125 Advanced Medical Terminology	3
<input type="checkbox"/>	OTEC 128 Medical Transcription	2
<input type="checkbox"/>	OTEC 134 Medical Coding CPT	3
<input type="checkbox"/>	OTEC 137 Medical Office Applications	3
<input type="checkbox"/>	OTEC 140 Business English	3
<input type="checkbox"/>	OTEC 155 Word Processing (Microsoft Word)	3

General Education Electives can be found on page 86.

Pathway Requirements can be found on page 90